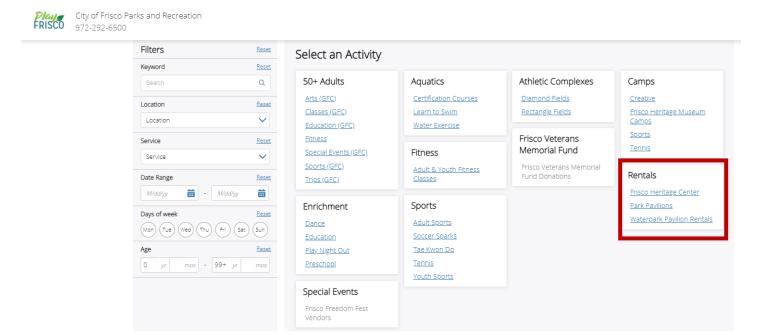
ONLINE PAVILION RESERVATION TUTORIAL

Park pavilions can be reserved 2 weeks prior and up to 6 months in advance of your event. You can reserve a pavilion for a morning period of 8am-1pm, an afternoon period of 2pm-7pm, or for the entire day from 8am-7pm. In order to book, please follow the below steps. Once completed you will receive an email with your receipt and contract.

NOTE: Pavilion rentals will be approved by staff to ensure your party fits within the parameters of the pavilion and park rules – you will receive an email from staff to confirm, deny, or alter your contract within 3 business days. Additional fees may apply.

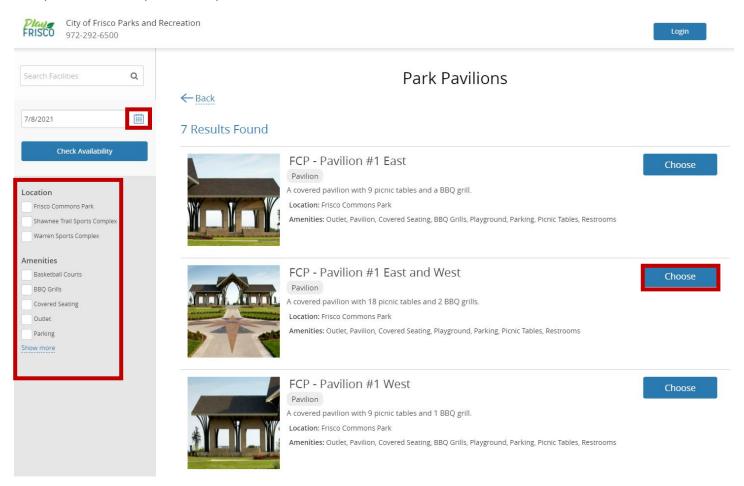
To get started, go to the online registration webpage located at: https://friscotexas.perfectmind.com/23114/Clients/BookMe4?widgetId=15f6af07-39c5-473e-b053-96653f77a406&embed=False&redirectedFromEmbededMode=False. Pavilion rentals are located under the "Rentals" heading.



After selecting Park Pavilions, a list of all rentable pavilions will populate in alphabetical order. If you know which pavilion you would like to rent, scroll through the list until you find that pavilion. To proceed, click the blue "Choose" button that is circled in red in the screenshot below.

If you are unsure which pavilion to rent, use the filtering options on the left side of the page to filter by location and/or amenities – the list will automatically update. You may also use the calendar button to select your desired date and then click the blue "Check Availability" button. Pavilions that are available for all time slots will show as "Fully Available", pavilions available for one time slot will show as "Partially Available", and pavilions not available at all will show as "Unavailable".

Please note we only rent pavilions at Frisco Commons Park, Shawnee Trail Complex, and Warren Sports Complex – all other parks with pavilions are first come, first serve.



After selecting the specific pavilion to rent, there will be 3 items that appear on the screen:

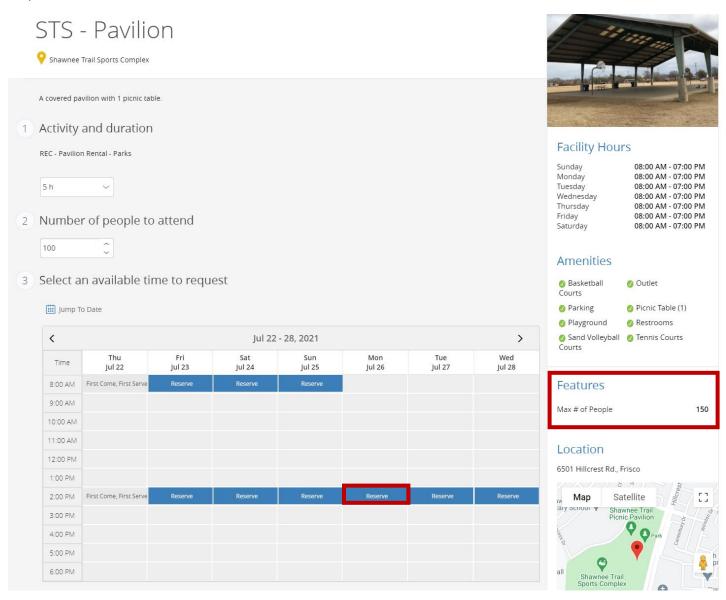
Item 1 will ask how long you want your reservation for – choose "5h" from the dropdown if you are wanting a half day reservation (8am-1pm or 2pm-7pm) or choose "Daily" if you are wanting a full day reservation (8am-7pm).

Item 2 will require you to put in the number of people to attend – the max amount of people you may have will be indicated to the right of the screen (circled in red).

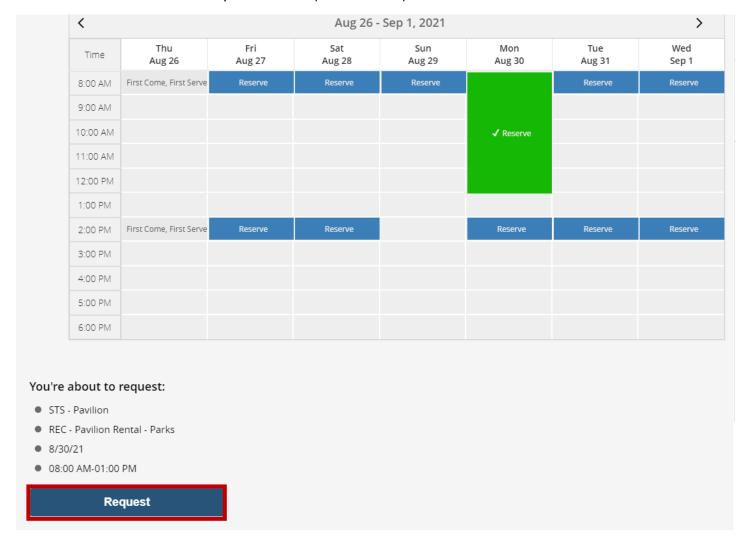
Item 3 will be the availability of your chosen pavilion. Any available timeslot will show up as a blue box that says "Reserve." If you choose the half day rental, the timeslot will begin at either 8am for the morning slot or 2pm for the afternoon. If you choose the full day rental, there will be a single box.

If you see the gray box that shows as "First Come, First Serve" this means you may use that pavilion at that time slot on a first come, first serve basis. If the time slot is blank, that means it has been reserved and you may not use it or reserve it.

To proceed, click the blue "Reserve" box -

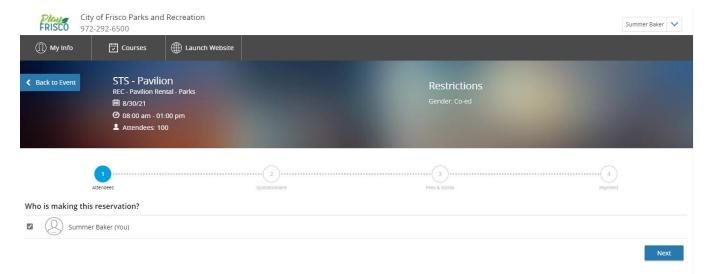


After clicking the reserve button, the time slot you selected will turn green and ask you to review your selection and click the blue "Request" button (circled in red).

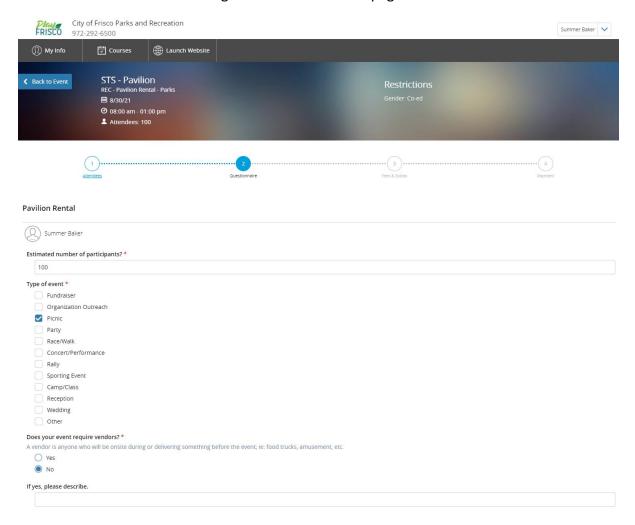


The system will prompt you to login to your account - if you are not already signed in - or signup if you do not already have an account.

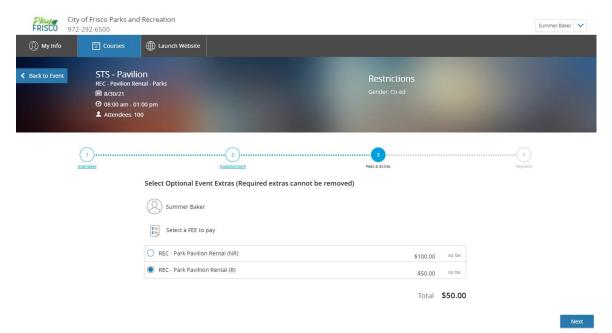
Once signed in, the system will ask you to verify the booking attendee (user who is booking the reservation), after selecting the correct user click the blue "Next" button.



You will then be prompted to a questionnaire page where you will be asked a series of questions. All questions are required and will be used to approve, deny, or alter your request by staff. When done – click the blue "Next" button on the bottom right hand corner of the page.

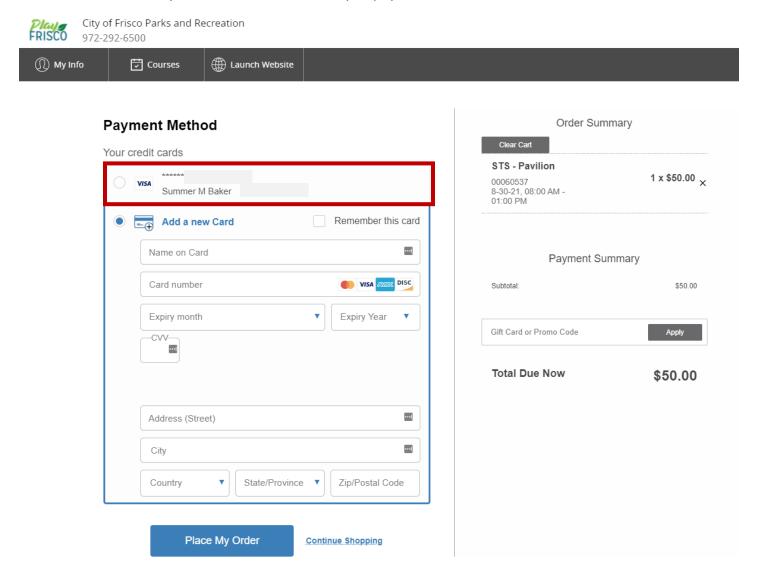


The next screen will indicate whether you will pay a Resident Rate or a Non-Resident Rate, this is based of the address on your profile. Click the blue "Next" button.



The final screen will be your payment method. If you already have a card on file, you may choose one of those cards to pay your fee (circled in red). If you do not have a card on file, you can add your card (circled in blue below) and can click the checkbox "Remember this card" to save it on your profile for future use. NOTE: The financial information that you enter in the system will not be saved and cannot be accessed by anyone else.

Click the blue "Place My Order" button when ready to pay.



You will then be taken to a screen with the Rental Contract/Permit. NOTE: The status will say "Pending" this indicates that this is not your final booking – once approved by staff they will email a contract for you to sign with a "Firmed" status and this will be the permit you take onsite during your event.

You will also be sent an email from communications@perfectmind.com with your receipt and the pending contract. Once staff emails you the firmed contract you are complete and ready to rent!